

DEPARTMENT: Public Works/Safety

BY: Dana S. Hertfelder  
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Resolution Adopting the County-Wide Injury and Illness Prevention Program as Policy and Direct Each Department Head or Appointed Department Safety Representative (DSR) to Monitor the Health and Safety Policy for Their Respective Department with Assistance from the County Safety Officer

The purpose of the Injury and Illness Prevention Program is to protect the health of Mariposa County's employees, and to comply with the provisions of California Senate Bill 198 (SB-198) and California OSHA regulations, including Title 8, Chapter 4, Section 1509 and 3203.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

See Attached Memo

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not adopt the plan and the County will be out of compliance.

Financial Impact? ( ) Yes ( ) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		Resolution
Source:		Allan to Board memo dated Nov. 1, 2004
Internal Transfer		County-wide IIPP
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
( ) General ( ) Other		

CLERK'S USE ONLY:

Res. No.: 05-44 Ord. No. \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
( ) Approved  
(X) Minute Order Attached ( ) No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended  
 No Opinion  
Comments:

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

CAO: RAH

Mary Hodson  
Co. Counsel  
PWP  
Revised Dec. 2002  
Policy Binder



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



BOB PICKARD, CHAIR  
LEE STETSON, VICE CHAIR  
LYLE TURPIN  
JANET BIBBY  
DIANNE FRITZ

DISTRICT V  
DISTRICT I  
DISTRICT II  
DISTRICT III  
DISTRICT IV

## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: DANA HERTFELDER, Public Works Director  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: ADOPTION OF THE COUNTY-WIDE INJURY AND ILLNESS PREVENTION PROGRAM

Resolution No. 05-44

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on February 8, 2005

#### ACTION AND VOTE:

B) Adopt a Resolution Adopting the County-Wide Injury and Illness Prevention Program as Policy and Direct Each Department Head or Appointed Department Safety Representative (DSR) to Monitor the Health and Safety Policy for Their Respective Department with Assistance from the County Safety Officer

**BOARD ACTION:** Discussion was held with Dana Hertfelder, Public Works Director, and Marty Allan, PWD-Safety Officer, relative to the Policy. Chairman Pickard clarified that all departments have reviewed the Policy and are okay with it. Supervisor Stetson asked about the Safety Committee, and Marty advised that this is called for in the MOU's with the employee bargaining units. Supervisor Stetson asked that the language in the Policy relative to employees not having any fear of reprisal be included in the Notice. Supervisor Bibby asked that an annual update be provided to the Board, and she requested copies of the minutes from the Committee meetings. Following further discussion, (M)Stetson, (S)Bibby, Res. 05-44 was adopted, with the change in the language in the Notice as requested/Ayes: Unanimous.

cc: Mary Hodson, Deputy County Administrative Officer  
Tom Guarino, County Counsel  
Policy Binder  
File

**Resolution No: 05-44**  
**Resolution Adopting the County-Wide**  
**Injury and Illness Prevention Program (IIPP)**

**WHEREAS**, it is Mariposa County's intention to provide a safe work environment for all employees; and

**WHEREAS**, Mariposa County will provide training, equipment, policies, procedures, auditing, and compliance with all required and applicable CAL/OSHA safety regulations in order to achieve this goal; and

**WHEREAS**, Mariposa County expects each of its employees to participate in creating a safe work environment by observing Mariposa County's safe work practices, policies and procedures at all times; and

**WHEREAS**, employees must not engage in any work practice that is not safe or is contrary to law, County policy or procedure, or accepted safe work practice; and


**WHEREAS**, employees must report any unsafe conditions to their supervisor immediately; and

**WHEREAS**, Mariposa County will take prompt and appropriate action to correct any unsafe condition.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Mariposa County that the "Mariposa County Injury and Illness Prevention Plan" and all of the appendices are hereby accepted and adopted.


Passed and Adopted by Mariposa County Board of Supervisors this 8<sup>th</sup> day of February, 2005, by the following vote:

Ayes: STETSON, TURPIN, BIBBY, FRITZ, PICKARD  
Noes: NONE  
Absent: NONE  
Abstain: NONE

  
\_\_\_\_\_  
BOB PICKARD, Chair  
Mariposa County Board of Supervisors

Attest:

Approved as to Form  
and Legal Sufficiency:

  
\_\_\_\_\_  
MARGIE WILLIAMS, Clerk of the Board

  
\_\_\_\_\_  
THOMAS P. GUARINO, County Counsel

# MARIPOSA COUNTY

## Safety and Loss Prevention Procedure Manual

### INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

#### PURPOSE:

Effective July 1, 1991, every employer in the State of California is required to establish, implement and maintain an effective Injury and Illness Prevention Program (IIPP). California Code of Regulations specifies what employers must do to comply with the Injury and Illness Prevention Program (IIPP). This document provides an overview on how each of the requirements set forth in the Cal/OSHA IIPP Regulation is met by Mariposa County.

#### POLICY:

To define the County's **Injury and Illness Prevention Program** as required by the Division of Industrial Relations, California Code of Regulations.

#### OBJECTIVE:

To provide guidelines and procedures for the establishment and maintenance of an on-going Injury and Illness Prevention Program throughout County Operations. Mariposa County is committed to the safety, health and environmental compliance of all employees, and recognizes the need to comply with regulations governing injury and occupational illnesses prevention and employee safety and health.

#### SCOPE:

All County employees.

#### STATUTORY REQUIREMENTS:

To protect the health and safety of Mariposa County's employees, and to comply with the provisions of California Senate Bill 198 (SB-198) and California OSHA regulations, including California Code of Regulations, Title 8, Subchapter 4, Section 1509, Construction Safety Orders (CSO) and California Code of Regulations, Title 8, Subchapter 4, Section 3203 General Industry Safety Orders (GISO).

The Injury and Illness Prevention Program must be written and contain the following provisions:

- I. Program Implementation - Title 8, CCR § 3203(a) (1). Employers must designate and specify the person(s) responsible for implementing their IIPP;
- II. Employee Compliance – Title 8, CCR § 3203(a) (2). Employers must establish a system for ensuring that employees comply with safe and healthy work practices, and “such a system may include (provisions for) disciplinary action”;
- III. Health and Safety Communications – Title 8, CCR § 3203(a) (3). Employers must establish a system for communicating health and safety information to employees and encouraging employees to inform the employer of perceived hazards “without fear of reprisal”;
- IV. Hazard Identification and Evaluation – Title 8, CCR § 3203(a) (4). Employers must establish a system for identifying and evaluating work place hazards and that identification

system must include scheduled periodic inspections “to identify unsafe conditions and work practices”;

- V. Occupational Injury/Illness Investigation – Title 8, CCR § 3203(a) (5). Employers must establish a procedure to investigate occupational injuries and/or illnesses;
- VI. Hazard Correction – Title 8, CCR § 3203(a) (6). Employers must adopt methods and procedures for correcting unsafe or unhealthy conditions and work practices, and must ensure that such conditions and work practices are corrected “in a timely manner based on the severity of the hazard”;
- VII. Health and Safety Training – Title 8, CCR § 3203(a) (7). Employers must institute an occupational health and safety program “designed to instruct employees in general safe and healthy work practices and to provide specific instructions with respect to hazards specific to each employee’s job assignment”. The employer must train all employees when the program is established, and thereafter train:
  - A) All new employees;
  - B) All existing employees when “new substances, procedures or equipment is introduced into the workplace and represents a new hazard”; and
  - C) All existing employees whenever the employer learns of a new, previously unrecognized hazard.
- VIII. Recordkeeping – Title 8, CCR § 3203(b). Section 3203 requires that records be maintained of all scheduled and periodic inspections conducted to identify unsafe conditions and work practices, as well as, records of employee safety and health training.

## **POLICY ON EMPLOYEE SAFETY**

It is the Policy of the Board of Supervisors of Mariposa County to establish guidelines and procedures for the maintenance of an on-going Injury and Illness Prevention Program, in compliance with the California Code of Regulations. This is accomplished through safety and health inspections, employee training, accident investigation and Department Safety Representatives. Response to safety concerns will be given the highest priority at every level of the County.

Mariposa County expects each of its employees to participate in creating a safe work environment by observing Mariposa County’s safe work practices, policies and procedures at all times. Mariposa County employees must not engage in any work practice that is not safe or is contrary to law, County policy or procedure, or accepted safe work practice. Employees must report any unsafe condition to their supervisor immediately.

### **I. PROGRAM IMPLEMENTATION – GISO Title 8, CCR § 3203 (a) (1)**

The authority and responsibility for implementing the Injury and Illness Prevention Program under the direction of the Public Works Director and County Administrative Officer is as follows:

- A. The County Safety Officer
- B. Department Heads
- C. Department Safety Representatives (D.S.R.'s)
- D. Supervisors
- E. Employees

A. County Safety Officer Responsibilities

- 1) Direction of the overall County Safety Program, under the supervision of the Public Works Director and County Administrative Officer.
- 2) Act as safety advisor for the County by advising all Department Heads, Department Safety Representatives of changes in regulations, policies and department responsibilities.
- 3) With the approval of the Public Works Director, prepare County safety memorandums and distribute to affected Department Safety Representatives for their information, implementation, and/or to be posted on Safety Bulletin Boards.
- 4) Prepare periodic reports and studies on the effectiveness of the County Safety and Accident Prevention Program under the supervision of the Public Works Director.
- 5) Develop safety and accident prevention programs with the assistance of the Department Safety Representative to meet the specific needs for each department as required by the California Code of Regulations (CCR), Title 8 and assist departments compliance in complying OSHA requirements.
- 6) Assist Departments in identifying safety and accident prevention training needs and ensure those safety training needs are met.
- 7) Coordinate safety and accident prevention program training and monitor that all County employees receive such training.
- 8) Assist Departments in the implementation of and compliance with the California Occupational Health and Safety Act (Cal/OSHA).
- 9) Coordinate County safety matters with necessary enforcement agencies, civic groups, and private organizations, as may be necessary as approved by the Public Works Director or County Administrative Officer.
- 10) Develop and distribute accident/injury statistics for County operations and specific data to each Department.
- 11) Work closely with the Occupational Health and Safety Committee and Department Safety Representatives to ensure consistency within the County.
- 12) Meet regularly with Department Safety Representatives regarding safety issues.
- 13) Refer departmental accident/injury reports to County Safety Committee for review.

14) Conduct workplace safety inspections under the supervision of the Public Works Director on a regular basis to ensure compliance with the provisions of the County Safety Program.

15) Respond to employee complaints regarding workplace safety while maintaining total confidentiality regarding the source of any complaints whenever so requested to ensure that employees have an avenue for lodging complaints "without fear of reprisal".

B. Department Responsibilities

Each department is responsible for implementing an effective safety program, with all levels of management contributing to ensure that employees are aware of the safe operation/condition of their job assignment and work area. Departments are responsible for maintaining a minimal-risk work environment in the areas under their control. The degree of effort and focus needed will vary depending on the nature of the work performed. While managers may assign responsibility and delegate authority to others, they are accountable to higher management for those preventable oversights and errors within their areas that result in injury, illness, or property damage affecting employees, the general public or County/private property. Each department shall have a written IIPP to supplement the County-wide Policy. The department policy shall deal with the hazards unique to the department and any training required by these situations.

Each Department Head shall be responsible for implementation of this Policy by:

- 1) The appointment of a permanent Department Safety Representative and an alternate for that department.
- 2) A system for identifying and evaluating workplace hazards, including investigating the cause of accidents, illness and exposures.
- 3) Methods and procedures for correcting workplace hazards once identified.
- 4) An occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
- 5) A communication system that enables employees to freely discuss safety and health problems through supervisors, Department Safety Representatives and safety meetings.
- 6) A system to ensure employee compliance with safe and healthful work practices.
- 7) Maintenance of a record-keeping system documenting implementation, operation and a periodic review of the plan.
- 8) Reporting results of inspection and corrective action to the County Safety Officer.
- 9) Reporting hazardous substances and equipment to the County Safety Officer.

C. Department Safety Representative Responsibilities (D.S.R.)

Under the direction of the Department Head and County Safety Officer to:

- 1) Manage, administer and coordinate the Department Safety Program.
- 2) Recommend Department safety policies, procedures, rules, and standards to ensure safe working conditions and safe work practices.
- 3) Assist County Safety Officer in the development of the County Safety and Loss Prevention Manual and maintain Department copy of the manual.
- 4) Serve as a source of information on safety policies and procedures and industrial injury/illness record keeping and reporting.
- 5) Review accident reports to determine types of injuries/illnesses and their causes and maintain department copy of accident report and submit copy to the County Safety Officer.
- 6) Act as safety program advisor to the Department Head. Prepare periodic and special reports regarding Department injuries and illnesses; identify trends or changes that call for attention and recommend corrective action where appropriate.
- 7) Recommend means to eliminate or control hazardous physical conditions as well as dangerous work operations, recommending remedial action.
- 8) Recommend safety training efforts within the Department and assist in the development, coordination, documentation and training as necessary.
- 9) Forward Cal/OSHA citations received by the Department to the County Safety Officer and interface with the County Safety Officer to verify corrective action.
- 10) Act as Department liaison with the County Safety Officer, disseminating information relating to safety and health matters; collecting, reviewing, and transmitting information from their Department to the County Safety Officer.
- 11) Assist Department management and supervisors in the promotion of safety awareness and education programs.
- 12) For those departments that have more than one location it may be necessary to appoint assistant Department Safety Representatives. In this event, the assistant safety representative shall assume the D.S.R. responsibilities for their location as well as conferring with the D.S.R. and the County Safety Officer as necessary.
- 13) Post OSHA 300A log summary sheet on Safety Bulletin Board from February 1 to April 30 annually.
- 14) Conducts work site safety inspections and makes recommendations for correction of hazards when found.
- 15) Maintain a Safety and Health Bulletin Board with current information, such as bulletins, posters, minutes of safety meetings and any other pertinent information regarding Safety and Health. This information shall be disseminated to satellite locations.



16) Shall set an example for other employees to follow.

D. Supervisors Responsibilities

Under the direction of their department and in coordination with the Department Safety Representative:

- 1) Shall train employees in job safety and health practices in accordance with Cal/OSHA standards and maintain related training documentation.
- 2) Shall investigate promptly and thoroughly every accident or "near miss", to determine cause and to prevent recurrence.
- 3) Shall document all injuries/illnesses and send reports to the Department Safety Representative.
- 4) Shall require all employees to comply with the Occupational Safety and Health Standards and all other rules or regulations.
- 5) Shall conduct workplace safety inspections in accordance with County and Cal/OSHA rules, regulations and standards, and implement corrective action as necessary.
- 6) Shall set an example for other employees to follow and shall encourage the proper attitudes toward safe job performance in their subordinates.

E. Employees Responsibilities

County employees are responsible for ensuring their own safety and the safety of others on the work site by:

- 1) Learning and following the standards and procedures that applies to each job assignment.
- 2) Discontinuing any specific activity that the employee believes or knows has an undue risk or injury, illness or damage to property, and promptly seeking guidance from his/her supervisor regarding the operation.
- 3) Wearing or using the prescribed personnel protective equipment (PPE) needed for a particular job.
- 4) Bringing to the supervisor's attention any activity, behavior or unsafe condition that could cause injury or illness to others or damage to property.
- 5) Promptly reporting any occupational injury, illness, or property damage to their supervisor.
- 6) Report any emergencies; assist, when safe and appropriate to do so, until emergency response personnel arrive.
- 7) Set an example for other employees to follow.

## **II. EMPLOYEE COMPLIANCE – GISO Title 8, CCR § 3203 (a)(2)**

- A. Employees have been notified of their responsibilities regarding safe work practices by the following methods:
- 1) Training
  - 2) Written guidelines for safety
  - 3) Bulletin boards
- B. Employees understand they are accountable to exercise safe work practices. These practices will be enforced by:
- 1) Recognition/incentives for compliance; employees may be recognized on their Performance Evaluation forms for their safe work practices.
  - 2) Corrective action for non-compliance, which may include comments on unsatisfactory safety practices being placed on an employee Performance Evaluation form and/or other appropriate disciplinary action as deemed by the seriousness of the infraction. Any action taken would be in compliance with the procedures outlined in the respective negotiated MOU.
  - 3) In instances where a County employee's conduct is such that it endangers his/her life or creates a condition where there is a risk of serious physical harm to themselves or others or the conduct endangers the life of other persons, the employee may be subject to "Immediate Interim Suspension" pursuant to Section 13.5 of the MCMCO MOU, Section 13.5 of the SEIU MOU, Section 13.5 of the DSA MOU and Section 13.5 of the SMA MOU.

## **III. HEALTH AND SAFETY COMMUNICATIONS – GISO Title 8, CCR § 3203 (a) (3)**

The following methods will be used to effectively communicate with County employees regarding health and safety issues:

### **A. Labor/Management Safety and Health Committee.**

As part of union negotiations, the County and the Union agreed to establish a joint Labor/Management Safety and Health Committee. The Committee is comprised of 4 representatives from each side. The duties of the Committee, as set forth by Cal/OSHA, shall include but not be limited to:

- 1) Meet regularly, but not less than quarterly.
- 2) Prepare and make available to the affected employees, written minutes of the committee meetings. These records must be maintained for at least one year.
- 3) Review results of periodic work site safety inspections.

- 4) Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit suggestions to the County Administrative Officer for correction and prevention of future incidents.
- 5) Review investigations of alleged hazardous conditions brought to the attention of any committee member. The committee may conduct its own inspection and investigation to assist remedial solutions.
- 6) Submit recommendations to assist in the evaluation of employee safety suggestions.
- 7) Upon request from Cal/OSHA, verify abatement action taken by employer to abate citations issued by Cal/OSHA.

B. Communication by Training

- 1) Regular employee safety training in accordance with section VII of this document shall be considered one way in which the employer communicates with the employees.

C. Other Forms of Communication

- 1) Safety and Health bulletin boards should be established in each department. When a department has various work areas, each area should maintain a safety and health bulletin board. This board should contain the Cal/OSHA poster along with the Worker's Compensation poster, Cal/OSHA Form 300A (only from February 1 to April 30), safety bulletins, procedures for filing safety and health complaints and any other information to communicate with employees concerning safety and health.
- 2) The County Safety Officer shall maintain an open door/open phone policy. Employees may contact the County Safety Officer personally or anonymously, if they so desire, either in person, by telephone, or in writing regarding any safety concerns. The County Safety Officer will respond to all inquiries in a timely manner. The employees are to be made aware that it is the Board of Supervisors policy that they are encouraged to report unsafe conditions "without fear of reprisal".

**IV. HAZARD IDENTIFICATION AND EVALUATION – GISO Title 8, CCR § 3203 (a) (4)**

- A. Hazards are something in the workplace that causes safety or health concerns for an employee. Hazards must be reported to the Department Head using the Health & Safety Hazard Reporting Form on the same day the hazard is identified or soon as practical. The Department Head or his/her designee will in-turn provide the form to the County Safety Officer within 5 days.
- B. Scheduled periodic inspections will be performed when:
  - 1) The IIPP is first established;
  - 2) Whenever new substances, processes, procedures, or equipment are introduced to the workplace which represent a new occupational safety and health hazard;

- 3) Whenever the employer is made aware of a new or previously unrecognized hazard.
- 4) Otherwise, inspections will be conducted by the Department Head or designee on a monthly basis and by the County Safety Officer at least annually.

**V. OCCUPATIONAL INJURY/ILLNESS INVESTIGATION – GISO Title 8, CCR § 3203 (a)(5)**

- A. Investigations shall be conducted as soon as possible after an accident, occupational injury or illness, “near miss” or hazardous unusual occurrence is reported.
- B. The investigation shall be documented in writing.
- C. Any serious injury will be reviewed by the County Safety Officer. For this provision, serious injury shall be defined as; loss of life, limb, eyesight, finger or toe, brain trauma, spinal fracture, or any other injury the County Administrative Officer or the County Safety Officer deem to be serious under this provision.

**VI. HAZARD CORRECTION – GISO Title 8, CCR § 3203 (a) (6)**

Certain methods and procedures will be used to correct unsafe or unhealthy conditions, work practices and work procedures. The following categories will be utilized:

- A. Less severe hazards shall be corrected in a timely manner. The more hazardous exposures shall be given priority.
- B. When a serious or imminent hazard is found, the employees must be protected against the hazard until it is corrected. This could include shutting down the job until the hazard has been corrected or eliminated or relocating employees to an alternate safe worksite.
- C. When an unsafe or unhealthy condition is identified, the department head or designee will take appropriate corrective action.

**VII. HEALTH AND SAFETY TRAINING – GISO Title 8, CCR § 3203 (a) (7)**

Each department shall develop a training program to ensure that their employees receive adequate safety and health training for their specific job site. This program shall include:

- A. Instruction to employee’s in general safe and healthful work practices and specific instructions with respect to hazards unique to the employee’s job assignment.
- B. New employees shall be provided initial safety training upon hiring and prior to beginning work assignment.
- C. Employees will be provided safety training when assigned a new task or job for which training has not be received; when new substances, procedures or equipment are introduced into the workplace and represent a new hazard; and when the department learns of a new, previously unrecognized hazard.
- D. Supervisors will be trained on hazards and safe practices in their area of responsibility.

- E. All training will be documented and maintained in writing. Departments are to retain the training documents for a least one year.
- F. Extra help or leased labor is required to have the same training as the full-time employees performing the same job. The supervisor is also responsible to alert temporary employees of any hazards unique to their assignments. Documentation is required for these employees.

**VIII. RECORDKEEPING – GISO, Title 8, CCR § 3203(b)**

Section 3203 requires that records be maintained of all scheduled and periodic inspections conducted to identify unsafe conditions and work practices (as required by § 3203(a) (4)). The records must identify:

- A. The person(s) who conducted the inspection.
- B. Any unsafe conditions and work practices which were identified during the inspection.
- C. Any corrective measures taken to control the identified unsafe conditions and work practices.

These inspection records must be maintained for at least one year.

Records of employee safety and health training must also be documented for each employee. The records must include:

- A. The name of the employee or some other type of identifier.
- B. Training dates.
- C. Type of training.
- D. The identity of the instructor(s).

The training records must be maintained for at least one year.

**NOTE: *For local governmental entities this recordkeeping is not required, but is advisable.***

**MARIPOSA COUNTY**  
**Safety and Loss Prevention Procedure Manual**

**COUNTY HEALTH AND SAFETY POLICY**

It is Mariposa County's policy to provide a safe work environment for all employees. Mariposa County will provide training, equipment, policies, procedures, auditing, and compliance with all required and applicable Cal/ OSHA safety regulations in order to achieve this goal.

Mariposa County expects each of its employees to participate in creating a safe work environment by observing Mariposa County's safe work practices, policies and procedures at all times. Mariposa County employees must not engage in any work practice that is not safe or is contrary to law, County policy or procedure, or accepted safe work practice. Employees must report any unsafe condition. County policy prohibits retaliation for reporting unsafe conditions. Mariposa County will take immediate action to correct any unsafe condition.

Signature

A handwritten signature in cursive script that reads "Marty Allan".

County Safety Officer  
Mariposa County

**HEALTH AND SAFETY ORGANIZATION**

**County Safety Officer: Marty Allan**

Phone: 209-966-5356

**Department Heads or Department Safety Representative (DSR)**

_____	Dept.	_____	DSR
_____	Dept.	_____	DSR
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_____	Dept.	_____	DSR

APPENDIX A  
CODE OF SAFE PRACTICES  
&  
JOB HAZARD ANALYSIS



CODE OF SAFE PRACTICES  
Cal/OSHA Title 8, CCR § 1509

**GENERAL SAFETY RULES**

*For the protection and safety of all employees, the County of Mariposa has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation is made when the rules are distributed.*

1. All accidents and injuries must be reported at the time of occurrence.
2. Machines or equipment shall not be operated until employees are properly instructed on their operation.
3. Horseplay, practical jokes, throwing things, running in aisles, and stairways, distracting other at work, and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be wiped up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by those performing the work
6. Any defective tool or equipment must be immediately reported. Any defective tool or equipment will not be used until repaired or replaced.
7. Failure by an employee to comply with the safety rules will be grounds for corrective disciplinary action.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

**MATERIAL HANDLING**

1. Lifting: Attempting to lift or push an object, which is too heavy, must be avoided. Get help to move a heavy object or divide the load.
2. Hand trucks will be pulled when in transit except when going down inclines or placing load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nail in boxes, skids, or other containers will be removed or made flush immediately.
6. All material will be stacked and stored in proper areas.
7. Materials will not be stored in aisles. Aisles must be kept clear at all times.

## **PROTECTIVE EQUIPMENT**

1. Safety glasses will be worn where eye protection is required. Photo-gray or sunglasses will not be allowed in shop areas.
2. Safe shoes are required of all employees. Shoes with exposed heels, toes or archways will not be permitted in shop areas. Shoes constructed of materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
3. Where there is a danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair closure (cap, net or hat) must be worn.
4. Personal protective equipment required when performing specific tasks will be worn and used as directed by County Safety Procedures.

## **MACHINE OPERATING**

1. Use of machinery or equipment is restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be made for any equipment that is missing protective guards or has improperly positioned guards. Such equipment shall not be operated until corrected.
3. Power machinery will be kept free of unnecessary tools, rags and scrape while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook, or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.
8. Rings, jewelry, watches, gloves, neckties, long sleeves, or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited.

## **COMPRESSED AIR**

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands, or other part of the body.

5. When danger of flying particles is present, employees working with compressed air hoses will wear safety glasses with side shields.
6. The working pressure of an air nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

## **HOUSEKEEPING**

*The foundation for a safe, healthful, and pleasant place to work is good housekeeping.*

1. Materials, equipment, and supplies will be kept out of aisles.
2. Materials and supplies will not be stored against doors or exits, equipment, fire ladders, or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area each time after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped up immediately.
5. Trash and scrape will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area.

## **CHEMICALS**

1. Chemicals meeting the definition of "Hazardous Material", as defined by the California Department of Industrial Relations, Safety and Health Regulations, will not be purchased and/or brought into a County facility for usage without:
  - a. A Material Safety Data Sheet or equivalent information on file; and
  - b. Express consent or approval of the appropriate member of management.
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the CDIR, Safety and Health Regulations, will be used without strict adherence to the data, precautions, procedures for handling, storage, training, disposal, and usage contained on the appropriate Material Safety Data Sheet.
3. All container contents will be labeled.

## **FIRE EMERGENCY**

1. All fires must be reported immediately. A fire emergency number (9-1-1) will be called and location of the fire given.
2. All employees must know the location of fire extinguishers.
3. Tampering with fire extinguishers is prohibited.

4. Supplies, stock or parts will not block fire extinguishers, sprinklers, fire exits or risers at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored. The County prohibits smoking in any County owned or leased facility or vehicle.
6. All employees will comply with posted "No Smoking" areas.
7. A person who is reporting a fire must stay on the telephone line, if safe, until released by the answering party.

**MEDICAL EMERGENCY**

All medical emergencies will be reported immediately. **9-1-1** must be called and location of emergency given. Stay on the line, if safe, until emergency personnel say it is okay to hang up.

I HAVE READ AND UNDERSTAND THE PRECEDING SAFETY RULES. AS A COUNTY EMPLOYEE, I WILL FOLLOW THESE SAFETY RULES AS WELL AS OTHERS BROUGHT TO MY ATTENTION BY MY SUPERVISOR AND WORK SAFELY.

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PRINT NAME

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SIGNATURE

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DATE

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DEPARTMENT

**APPENDIX B**  
**SAFETY AUDIT FORMS**

**MARIPOSA COUNTY**  
**Safety and Loss Prevention Procedure Manual**

**HEALTH AND SAFETY AUDITS/INSPECTIONS**

**PURPOSE:**

To establish an auditing/inspection program to verify that work is performed per County Policies & Procedures and in compliance with Cal-OSHA regulations Title 8, CCR § 3203 [a][4] and § 3203 [a][6].

**POLICY:**

Department Heads or their designees will audit their work facilities for compliance with County Policy and work guidelines each quarter. A safety audit checklist will be utilized for each audit. The checklist will be used to identify deficiencies and to track resolution of action items. The Department Head or designee shall maintain records of each audit on site.

**INSPECTION:**

Public Works will, on a monthly basis, inspect and document all buildings for emergency exits, emergency lighting, electrical panels, fire escapes and fire extinguishers.

**AUDITS:**

The County Safety Officer shall perform safety audits along with the Department Head or designee at least once annually at each work site. A safety audit checklist will be utilized for each audit. The checklist will be used to identify deficiencies and to track resolution of action items. The County Safety Officer shall review audit data annually to identify program deficiencies and make or recommend corrective actions accordingly.

**County of Mariposa  
SAFETY AUDIT/INSPECTION CHECKLIST**

LOCATION:		INSPECTION DATE:		
DEPARTMENT:		INSPECTED BY:		
DESCRIPTION	O.K.	CORRECTIVE ACTION NEEDED/INITATED	DATE	
<b>WALKING SURFACES</b>				
Aisles/halls correctly established and clear				
No tripping hazards in evidence				
Floors clean, dry, free of hazards				
Carpets and rugs secure, good repair				
Outside walkways, parking areas, in good repair				
<b>STAIRWAYS, RAMPS, STORAGE AREAS</b>				
Adequate lighting suitable for work to be done				
Ramps have non-slip surface				
Stairways clear – not cluttered – good repair				
Emergency lighting in place, functioning				
Handrails/guardrails installed and in good condition				
Hazardous storage appropriate – containers labeled				
Cabinets, shelves, racks – secured against tipping				
<b>DOCUMENTS/RECORDS</b>				
Hazardous Communication/MSDS available				
Training/Meeting documentation maintained				
Required procedures, notices, rules posted				
OSHA 300 logs available				
<b>EQUIPMENT, MACHINES, TOOLS</b>				
Equipment/machines secured, guards in place				
Drawers closed when not in use				
Equipment /furniture in good mechanical condition				
Fans guarded, secure from falling or tipping				
Paper cutter equipped w/ guard; blade spring working				
Safe step stools/ladders used when needed (non-roll)				
Protective equipment available				
Supplies, materials, safely stacked				
Knives, scissors, other sharp tools used/stored correctly				
<b>ELECTRIC HAZARDS</b>				
Machines and equipment grounded				
Extension cords – isobar type only				
Condition of equipment cords (not patched or spliced)				
Condition of plugs and wall outlets				
Electric switch panels clear (at least 30" open area)				
Circuits not overloaded				
Coffee pots (commercial/industrial type only)				
Appliances include safety switches				
<b>FIRE PREVENTION</b>				
Fire extinguishers properly located, marked, inspected				
Emergency/evacuation plan posted				
Fire escapes clear – exits marked				
Fire doors not blocked - open				
Sprinkler heads not blocked (24" ceiling clearance)				
Excess paper and trash removed				
<b>SANITATION, WATER SUPPLY, PERSONAL PROTECTION</b>				
Drinking water available				
Condition of toilet facilities				
Condition of approved eating areas				
Food scraps, peels, wrappings disposed of daily				
First-aid kit and supplies available				

USE REVERSE SIDE OF FORM FOR DEPARTMENTAL/SITE SPECIFIC INSPECTION ELEMENTS

